

City of Chattanooga, TN
Personnel Class Specification
Class code 0633

FLSA: Exempt

CLASSIFICATION TITLE: CHIEF PLANT OPERATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory/specialized work functions associated with wastewater treatment plant operations and maintenance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates operation, maintenance, and monitoring of wastewater treatment plant equipment and activities on an assigned shift, including treatment plant, storm water stations, combined sewer overflow, and lift stations.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures departmental adherence to established safety procedures; monitors work environment and use of precautionary safety equipment to ensure safety of employees and other individuals.

Consults with supervisor and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; provides direction, advice, and technical expertise.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Ensures implementation of operational plans and procedures; reviews and updates operational plans and procedures; implements operational changes as needed.

Coordinates department work activities with other department personnel, outside contractors, vendors, or other individuals to minimize downtime of equipment.

Monitors and inspects plant equipment and operations for safety, maintenance and proper process operations; troubleshoots problems or makes adjustments as appropriate; reports problem situations.

Monitors operation of on-site septic dumping.

Reviews and analyzes logs, data sheets, and laboratory data recorded by staff members.

Provides quality control feedback and input/recommendations regarding changes in plans/procedures to supervisor.

Oversees and assists with operation of oxygen plant to produce high purity oxygen for treatment of activated sludge; monitors and maintains the activated sludge process; controls main air compressors and distillation column to produce oxygen gas and liquid; distributes liquid oxygen to storage tanks for backup use and emergency needs; controls valve positions, turbine speed and temperature regulation; analyzes water in cooling tower.

Oversees operation of equalization pump station, blower building, return sludge building and related equipment; makes appropriate adjustments and monitors fluid/chemical levels.

Oversees and assists with production of chemically conditioned and stabilized sludge which meets environmental regulations and maintains a level dryness acceptable for landfill disposal; operates centrifuge buildings, filter press and sludge transfer system; analyzes lime slurry solids from tanks and deliveries; analyzes solids concentration blended sludge; calculates chemical doses for lime and ferric chloride; chemically conditions sludge with lime and ferric.

Ensures proper collection of laboratory samples; monitors laboratory testing performed by staff members.

Oversees and assists with monitoring of treatment plant telemetry systems, including lift stations, overflow sites, storm stations, CSO station, and related systems; monitors alarms, notifying appropriate personnel of alarm situations or making changes as appropriate; monitors TVA phone and initiates emergency shutdown plan in the event of a power curtailment; remotely starts/stops influent pumps by flow demand; starts/stops and adjusts pumping rates to facilitate pumping sludge to de-watering systems; adjusts flow of wastewater through secondary treatment process; maintains balanced flow rates through activated sludge system and secondary clarification.

Monitors graphic display panels for equipment and pump stations comparatively with computer graphic display to verify validity; reviews data received by plant computer and adjusts process controls as appropriate.

Coordinates communications between appropriate personnel to ensure problem situations receive appropriate attention; notifies appropriate supervisors of problems in their respective areas.

Supervises and assists in performing various tasks related to plant operations, which may include collecting water samples for chemical analysis, monitoring/adjusting chemical feeds, inspecting/testing equipment, draining gas traps, checking fire extinguishers, placing clarifiers in/out of service, priming clarivacs, cleaning roto-mat, changing chlorine tanks, adjusting valves, cleaning samplers, cleaning influent wet well, transferring sludge, cleaning digester covers, cleaning bar screens, cleaning scum from channel, cleaning weeds from basins, maintaining basins, cleaning weeds from thickeners and clarifiers, cutting grass/weeds, blowing leaves/debris, and lifting/moving heavy materials.

Operates various machinery, equipment and tools in performance of assigned duties, which may include a utility vehicle, influent pump station, pumps, control panels, air compressor, cooling tower, flow control gates, centrifugal blowers, laboratory equipment, balance, ovens, desiccator, generator, filter press, grit removal system, heat exchanger system, clarifiers, primary clarification system, turbine expander, anaerobic digester, hoist, chemical feeder, hydrocarbon detector, dewpoint analyzer, lime slaker, conveyor system, vaporizer, valves, meters, gauges, chemical feeder, weedeater, blower, rake, pitchfork, pick, shovel, testing kits, and mechanic tools.

Ensures appropriate maintenance of departmental equipment; monitors and assists with preventive maintenance activities; ensures proper startup of new and existing equipment.

Supervises and performs general cleaning/maintenance tasks necessary to keep buildings, vehicles, equipment, and tools in operable condition, which may include inspecting equipment, checking fluid levels, replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, and cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Maintains inventory of chemicals, supplies, tools and equipment; initiates orders for new or replacement materials.

Takes readings from assorted meters/gauges; reads, interprets and records a variety of data.

Maintains logs and records of test results, meter readings, chemical applications, and other data; changes charts; compiles data and submits reports in compliance with applicable guidelines.

Prepares or completes various forms, correspondence, reports, logs, work orders, time sheets, performance appraisals, incident/accident reports, and other documents.

Receives various forms, reports, logs, data sheets, charts, diagrams, incident/accident reports, blueprints, specifications, manuals, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes database, monitoring, troubleshooting, or other software programs.

Communicates with supervisor, employees, other departments, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Responds to complaints about odors; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in biology, chemistry, or water/wastewater treatment plant operations; supplemented by three (3) to five (5) years previous experience and/or training that includes water/wastewater treatment plant operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Grade IV Wastewater Treatment Plant Operator Certification. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.